



CRESTED BUTTE
Parks & Recreation

COACH REIMBURSEMENT GUIDELINES

*To be used for all Youth Crested Butte Parks & Recreation Team Sports, **except** Youth Hockey.*

Participant Registration Fees

Coaches may register **one (1)** player they are coaching per team at no cost if...

1. Coach paperwork is complete prior to the deadline, and
2. The player is registered prior to the early registration deadline, and
3. They have previously coached.
 - New coaches must pay the registration fee, and will either be credited or refunded the early registration fee after completion of the season.

If coach paperwork or the player registration is completed after the early registration deadline the player may participate, for a \$20 fee. In other words, player registration will only be discounted the cost of the program at the early registration discounted price.

Education Reimbursement

Coaches will be reimbursed for fees for required coach education courses. At times, the department may wish to reimburse coaches for optional courses. Check the coach's corner for the most up to date information on upcoming courses.

All reimbursements require receipts of purchase. Credit card statements are *not* acceptable documents for reimbursements. The Town will *not* reimburse for travel expenses related to coach education.

Travel Reimbursement

Coaches may be reimbursed for travel outside of Gunnison County for league games. Reimbursement amounts available per team vary by overnights required, and distances traveled. The Town will not reimburse for extracurricular tournaments or games, or for expenses incurred to obtain coach education.

- All reimbursements require receipts of purchase. Credit card statements are not acceptable documents for reimbursements.
- Use the Tax Exempt form for all purchases that will be reimbursed (excluding gas)
- The head coach (if applicable) must sign off on all receipts before submitted to the office
- Reimbursements are handled monthly – if you can, please try to save receipts up.
- There is a set amount per team for the season.

Wage

The Department's coaches are volunteers. There are select positions that may be paid, part-time, seasonal positions. These include but are not limited to:

- Non-parent coaches for youth sports
- Head Coaches for U6, U8 and U10 age groups for youth soccer